



# Los Angeles County AUDIT COMMITTEE

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1<sup>st</sup> District  
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5<sup>th</sup> District

August 25, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**POLICY SUNSET REVIEW PROCESS – POLICY #5.015 TIMELY SUBMISSION OF  
CONTRACTS FOR BOARD APPROVAL  
(ALL DISTRICTS AFFECTED) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Extend the Sunset Review of Policy #5.015 Timely Submission of Contracts for Board Approval to September 19, 2008.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

In accordance with the Board of Supervisors Policy manual guidelines, the Audit Committee is submitting the results of the evaluation of Board Policy #5.015 Timely Submission of Contracts and its recommendation for further action by your Board.

Departments are required to plan for timely solicitation and development of contracts. Departments shall maintain the Countywide Contract Monitoring System (CCMS) by posting updates (e.g., new contracts, contract renewals, contract payments, etc.) to the system at least on a monthly basis. Department staff and management are responsible for reviewing CCMS reports monthly to ensure information is properly maintained and to identify contracts nearing expiration. In the event a new countywide contract data system is developed to replace CCMS, departments will be responsible for ensuring timely updates to such a system as determined at the time the new system is implemented.

Departmental staff is also responsible for taking appropriate action to exercise contract extensions and to initiate the bidding process with sufficient time to ensure the continuation of services and ensure that contracts do not become retroactive.

**FISCAL/FINANCING IMPACTS:**

Establishes a specific protocol, including advance deadlines, for submission of contracts for Board approval prior to expiration of an existing contract, or prior to the effective date

for new contract services, and establishes a process of accountability to ensure compliance.

Contracts requiring Board approval must be filed no later than the Board agenda three weeks preceding the last agenda date at which the Board can act prior to the contract's effective date. Departments may not accept, receive or perform such contract services without prior approval by the Board, except under the specified circumstances. The Chief Administrative Officer (CAO) will not approve placement of a contract on a Board agenda if it includes a retroactive date, except under the specified circumstances (see joint Chief Administrative Officer and Auditor-Controller memorandum of September 7, 2000 to each Supervisor entitled, "County Policy/Procedures – Timely Submission of Contracts for Board Approval"). Retroactive contracts submitted for Board approval not meeting one of the specified circumstances will be returned to the department for appropriate revision of the contract term.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

This policy was established per the August 29, 2000, Board Order, Synopsis 97, a September 7, 2000, a Joint Chief Administrative Officer and Auditor-Controller memorandum to each Supervisor, "County Policy/Procedures – Timely Submission of Contracts for Board Approval", the September 19, 2000 Board Order, Synopsis 70, and the September 21, 2000, Chief Administrative Officer memorandum to all department heads, "Policy/Procedures – Timely Filing of Contracts for Board Approval".

**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

The Chief Administrative Office is recommending the inclusion of information pertaining the CCMS as the CCMS was established in succession of the original policy.

Respectfully submitted,

  
Louisa Ollague  
Chairperson, Audit Committee

LO:ML:kw

cc: Chief Administrative Officer  
Commission Services  
Executive Officer of the Board of Supervisors  
County Counsel  
Auditor-Controller



**MINUTES OF THE BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

Violet Varona-Lukens, Executive Officer-  
Clerk of the Board of Supervisors  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

**All Department/District Heads**

**At its meeting held September 19, 2000, the Board took the following action:**

**70**

**David E. Janssen, Chief Administrative Officer, presented the attached report regarding a specific process of accountability for department contract management.**

**On motion of Supervisor Antonovich, seconded by Supervisor Burke, unanimously carried (Supervisor Yaroslavsky being absent), the Chief Administrative Officer and Auditor-Controller's attached joint report dated September 7, 2000, entitled County Policy/Procedures - Timely Submission of Contracts for Board Approval was adopted.**

**7091900-70**

**Attachment**

**Copies distributed:**

**Each Supervisor**



**24.0       SEPARATE MATTERS****80   -   81**

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Report by the Auditor-Controller and the Chief Administrative Officer regarding a specific process of accountability for department contract management, as requested by the Board at the meeting of August 29, 2000. **THE BOARD APPROVED THE CHIEF ADMINISTRATIVE OFFICER AND AUDITOR CONTROLLER'S JOINT REPORT DATED SEPTEMBER 7, 2000, ENTITLED COUNTY POLICY/PROCEDURES - TIMELY SUBMISSION OF CONTRACTS FOR BOARD APPROVAL**

Absent:    Supervisor Yaroslavsky

Vote:      Unanimously carried